



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP – Finance & Planning	Reference Number: ORG.1910.PR.015 Program Area: Support Services Policy Section: Housekeeping
Issue Date: January 22, 2021 Review Date: Revision Date:	Subject: Window/Glass Door Washing - Inside

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Window/Glass Door Washing - Inside

PURPOSE:

- To provide windows and glass doors that are free of soil and enhance the visual appearance of the environment.

PROCEDURE:

1. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare equipment.
3. Remove items / furniture away from the windows.
4. Damp wipe the frames and ledges.
5. Clean the glass panes with cleaning solution and use a continuous side to side / top to bottom motion.
6. Dry the glass panes with a dry cloth.

EQUIPMENT/SUPPLIES:

- Clean Cloth
- Cleaning Solution
- Pail as necessary